



Chicopee Contributory Retirement System

City Hall, 274 Front Street, Chicopee, MA 01013-2685

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JOB POSTING

The Chicopee Contributory Retirement System is welcoming applications for a Full Time Executive Director to begin working the beginning of June 2023. Salary commensurate with experience.

- Works under the direction of the Retirement Board to implement and manage the daily operation of the Retirement System according to M.G.L. Chapter 32, PERAC regulations and the policies of the Board
- Ensures that the Board Members are aware of all communications from PERAC and other agencies related to the administration of the System.
- Responsible for all preparation of monthly board meetings, presenting and interpreting information to the Board and present investment manager performance compared to benchmark
- Supervise the staff of the retirement office and administering of the day to day operations of the System
- Act as liaison between the Board and the actuaries, auditors, consultants, investment managers, attorneys and city departments
- Counsel and inform members, inactive members and retirees of their benefits, provide retirement estimates and prepares final calculations
- Process disability applications, which includes obtaining all the required information and working with the Board Attorney when necessary, and presenting the information to members, attorneys, the Board and PERAC
- Submit all the necessary files and reports to PERAC on a monthly basis – trial balance, receipts, disbursements, adjusting journal entries, pooled funds, etc.
- Prepare Annual Statement to be submitted to PERAC – which includes preparing monthly and quarterly investment schedules and membership information
- Oversees and assists in preparing the 1099R's yearly for members and retirees
- Oversees and assists in preparing the monthly retiree payroll reports, the required financial reporting, dependent allowance calculations, workers compensation offsets, etc.
- Calculates the cost of living adjustments for eligible retirees and survivors, and ensures the proper receipt of the cost of living reimbursements from the State
- Oversees all Retirement System Elections
- Oversees and calculates refunds, transfers to other systems, and ensures that the 3 (8) (c) reimbursements are calculated properly and that the expense warrants are paid timely and accurately
- Oversees that new members are enrolled according to board policy and that buybacks and makeups are recorded properly
- Oversees that all new members bring in the necessary information to be a part of our System – birth certificates, DD 214's, etc.
- Oversees and assists the staff in complying with Department of Revenue Child Support Program, all new retirees and members that are receiving a refund are first being checked to make sure that no monies are owed to the DOR
- Notifies all units of the system of the annual appropriation and monitors the appropriation receipt in a timely manner
- Performs additional duties as needed for the daily administration of the System
- Advanced understanding of computers, including MUNIS and PTG is a requirement.

Please send resume and cover letter via email to: ahamblin@chicopeema.gov prior to March 30, 2023.